

**Water/Wastewater Commissioners’
Meeting Minutes
April 1, 2014**

Present: Michael Putnam Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 6:06 p.m.

Decisions

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the March 18, 2014 meeting. Commissioner Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the March 2014 Bill Commitment 140331 and for the March 2014 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the March 2014 Bill Commitment 140331 and for the March Final Bills issued.

Discussion/Information Items:

Comprehensive Wastewater Facilities Plan and Sewer Rate Study – 3/27/14 Qualification Submittal Review – Director Boucher distributed a list of the topics outlined during on-site discussions held with representatives from four wastewater engineering companies. Commissioner Courage and Director Boucher briefly summarized the impressive qualifications, staffing, and relevant experience levels of the four responses received prior to the 2:00 p.m. March 27, 2014 deadline. Following discussion, it was the consensus of the commissioners and Director Boucher that all four engineering companies, Stantec Consulting, Underwood Engineering, Weston and Sampson, and Wright-Pierce, are qualified for continued consideration to the bid pricing and reference check levels. Vice-Chairman White suggested the volume of sewer rate study information to be received from the successful engineering bidder be limited to the necessary, essential supporting data, a planned reduction compared to the volume reviewed during the previous water rate study. During personal interviews, all agreed to avoid conversation which duplicates details received in print. Director Boucher will continue to review prior engineering study schedules, categorize and peer rank the qualifying information and references received. Instituting a missed project deadline penalty language can be pursued when the contract is prepared. The next major objectives include obtaining concise, sealed price proposals for project

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completion by deadline without announcing Milford's budget, and preparing a schedule of payment terms. Discussions will continue during the next commissioners' meeting, April 15.

Transportation of Dewatered Sludge – Mr. Boucher said no odor complaints have been received. He discussed the vehicle weight levels, the overweight permitting process, and the scheduled repair of the truck's third axle. With dry tons, he expects vehicle weight will reduce by approximately 30%. He answered the commissioners' inquiries. Remaining compost at the facility is expected to be completely distributed by the end of April. Estimated quantities have been very close to actual figures and a spreadsheet of all sludge transported is being updated after each load. Realized transportation costs and the compost savings will be presented as the program continues through 2014.

West Elm Street Surveying & Engineering Project Update – Mr. Boucher explained the plans he received for both the north and south Elm Street options. Directional drilling will be difficult to predict; depth is unknown and pits will be dug on both sides. Work on the north side of the street is the more costly option, and traffic control expenses will be a high cost contributing factor. Mr. Boucher agrees that the service side of the street will prove to be the easiest to work with. Mr. Jeff Kevan, of T. F. Moran, is looking for a decision from the commissioners as to which side of Elm Street they prefer. Chairman Putnam added the DOT wants to widen Elm Street to include a traffic turning lane and doesn't expect a breakdown lane along the Souhegan River. Mr. Boucher will relay the commissioners' preference for work to be completed on the south side of Elm Street, and said he expects final plans to be received right away. All plans will include details in accordance with Milford specifications, i.e., hydrants, valves, etc.

Activities Report – Reviewed by the commissioners. Commissioner Courage said the retaining wall at the Fire Station looks good. Vice-Chairman White said jersey barriers will be added to the wall.

Miscellaneous Water Utilities Department Project Updates – Director Boucher distributed the letter received from Mr. Bohegian citing displeasure with the current commercial water rate charges and requesting reconsideration of the definitions of residential and commercial properties for billing purposes and "be conscious of the financial limitations of the average Milford tenant". Chairman Putnam will draft and distribute a response on behalf of the commissioners. Mr. Boucher explained that approximately 11,000 gallons/day of unaccounted collection system flows are being investigated at Patch Hill Lane. Flows are originating from a source other than residences. It has been determined that groundwater is entering a sewer manhole due to manhole invert sewer brick displacement. Vice-Chairman White expressed satisfaction that the collection system crew's routine monitoring efforts have efficiently metered the flows, and are working to curtail the high flows and ending non-stop pump operation. Mr. Boucher recalled his March 31st phone conversation with Mr. Tom Herlihy, Chair of the Wilton Sewer Commission, in follow-up of the Milford/Wilton Inter-Municipal Agreement correspondence sent February 21st to the Wilton Board. Additional correspondence copies were hand-delivered March 31st in anticipation of the April 3rd Wilton Sewer Commission meeting. The Milford/Wilton Inter-Municipal Agreement expired in 2011.

Future Appointments/Meetings:

The next regular Commissioners' meeting will be Tuesday, April 15, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Putnam made the motion to adjourn the meeting at 7:13 p.m. Commissioner Courage seconded the motion. All voted in favor

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date